

Listing Side Transaction

\$395
Per Transaction

- Review purchase agreement for accuracy and completion
- Supply executed documents to all parties
- Email welcome letter/introductory email & critical dates to all parties
- Review and add all contract/critical dates to calendar/CRM
- Obtain HOA documents from seller and deliver to buyer
- Prepare all necessary addenda
- Track all critical dates
- Coordinate Repair estimates
- Coordinate seller documents with title co. or attorney
- Obtain loan commitment
- Verify appraisals
- Maintain constant contact with title company, buyer's agent, lender, listing agent
- Complete Broker compliance paperwork
- Request and distribute DAs
- Verify clear to close and figures/loan documents delivered to title for closing
- Set up walk through and closing with buyer or seller, agents and Title Company
- Trouble shoot issues throughout the transaction

Buyer Side Transaction

\$395
Per Transaction

- Review purchase agreement for accuracy and completion
- Email welcome letter/introductory email & critical dates to all parties
- Review and add all contract/critical dates to calendar/CRM
- Deliver the contract to Title Company and lender
- Coordinate the scheduling of home inspections
- Coordinate escrow deposits
- Follow all critical dates of the executed contract
- Verify appraisals
- Ensure association application has been submitted
- Maintain consistent contact with buyers/sellers throughout the process
- Maintain consistent contact with Title Company, buyer's agent, lender, listing agent
- Draft all addenda pertaining to the transaction, get them executed and deliver to all parties
- Review estoppel if necessary
- Receive and deliver loan commitment
- Complete Broker compliance paperwork
- Request and distribute DAs
- Verify clear to close and figures/loan documents delivered to title for closing
- Schedule final walk through and closing times with buyer or seller, agents and title company
- Trouble shoot issues throughout the transaction

Double Ended Deals Both listing & buying

\$695
Total

We handle your transaction from contract execution to closing with all of the services included with the listing & buyer side.

Ask about our other administrative services such as offer writing, listing management and more!

What's left to do? Agent responsible for:

- Submit executed contract & addenda within 1 day of execution
- Complete Committed2Closing's Buyer or Seller Intake Form
- Negotiate repairs, appraisal issues, and changes to the contract
- Obtain all keys, garage door openers, etc. prior to closing
- Perform final walk through and attend closing (if applicable)
- Review settlement statement and approve all commission